

**DIRECTOR, SUSTAINABLE SOUTH SOUND  
-EMPLOYMENT OPPORTUNITY-**

Position Title: Director

Employment Type: Independent Contractor

Hours: Part-time (approx. 20 hrs/wk)

Closing Date: January 14, 2013

Anticipated Start Date: February 1, 2013

Compensation: up to \$17,000 (approx. \$1,550/month for 11 months), based on experience

Provided: mobile office equipment (laptop, printer, cell phone)

**SUMMARY OF POSITION**

Sustainable South Sound (SSS) is a longstanding organization creating community change through dynamic sustainability efforts and programs in the Thurston County region, including the Buy Local Program and Local Food Systems Project. SSS is looking for an organizational leader to develop reliable operating systems and build capacity moving forward. With a stronger infrastructure in place, SSS will be better able to support programs and do the essential work of building sustainable community.

Ideal candidates are highly resourceful, energetic and efficient. We seek a person who would guide the affairs of the organization as a whole, while always keeping an eye out for new opportunities to build capacity and provide support.

**QUALIFICATIONS**

Demonstrated organizational management experience or leadership of diverse community programs

- Provide guidance and oversight to programs - managing deadlines and resources
- Board support - assist Board President with monthly meetings and event support
- Vendor management (web host, insurance, etc.)

Proven fundraising experience

Working knowledge and skills in budgeting and basic accounting

Experience with a member-based organization

- Managing member data and communication
- Work with programs to solicit and recruit new members

**DESIRED SKILLS**

Written communication skills: press releases, social media, ad copy, newsletters, grant writing

Demonstrated social media communication/networking abilities

Familiarity with the South Sound region, residence preferred

Web experience a plus (Wordpress)

**HOW TO APPLY**

Provide the following:

Letter of interest

Resume

Three references

Submit application to:

Sustainable South Sound

[sustainss@gmail.com](mailto:sustainss@gmail.com)

360.539.2585